

**JOB OPPORTUNITY  
CINCINNATI METROPOLITAN HOUSING AUTHORITY**

<b>JOB TITLE: NETWORK ADMINISTRATOR SPECIALIST</b>	
<b>MINIMUM SALARY: \$38,000 - \$45,000</b>	
<b>DEPARTMENT:</b> Information Technology	<b>SECTION:</b> Network Administration
<b>HOURS OF WORK:</b> Monday - Friday	<b>EMPLOYEE UNIT:</b> Exempt
<b>POSTING DATE:</b> December 8, 2008	<b>APPLICATION DEADLINE:</b> Until Position is filled.

**SUBMIT APPLICATION TO:** Department of Human Resources  
Cincinnati Metropolitan Housing Authority  
16 West Central Parkway  
Cincinnati, Ohio 45202

**SCOPE:** Network Administrator Specialist of the LAN and WAN; will assist the Network Administrator on managing of hardware and software maintenance and licensing; installs software; documents the network; and performs related tasks. The incumbent reports to the work Manager of Information Systems, and serves at the discretion of the Executive Director.

**ESSENTIAL FUNCTIONS:** include, but are not necessarily limited to:

- Assist in managing and maintaining the company's wide area networks and local area networks.
- Assist in managing backups, security management, user account management, e-mail systems, communications, internet access, office system and applications support.
- Assist customers with hardware and software issues
- Identifying, researching, and resolving technical server and computer problems.
- Setup, troubleshoots, and performs routine maintenance of Servers and PC's.
- Recommend and implement hardware and software for the organization.
- Perform hardware and software installation, configuration and troubleshooting.
- Assist in maintain warranty and software licenses for the companies Server and PC's.
- Manages small to medium sized projects according to agreed upon budgets and schedules.
- Knowledge of Blackberry Enterprise server, Microsoft Active directory, SQL server 2000 and 2005
- Assist in administrator voice and data communications, voice mail and telephones
- Experience in MS Active Directory, 3Com, SQL, Windows XP, MS Office Suite, Citrix Metaframe, GroupWise.
- Perform other duties as assigned

**MINIMUM QUALIFICATIONS:**

- Two-year degree in Computer Science, Information Systems or other related fields; or equivalent combination of education and experience.
- At least one years of PC and LAN hardware support experience.
- Preferred Ability to work in a fast changing environment with excellent organizational skills.
- Good diplomatic skills and the ability to work with others in a patient manner.
- Ability to manage multiple priorities under time constraints.
- Ability to write reports, business correspondence, and procedure manuals.
- Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the public.
- Experience in Web Development a plus

**OTHER:** The incumbent must possess and maintain a valid driver's license in state of residence, and maintain an insurable driving record under the terms and conditions of the CMHA auto liability policy. The incumbent may have no more than four accumulated points in three consecutive years.

**Note:** As a condition of employment at CMHA, you must agree to and pass a drug screen test, criminal background check, and motor vehicle check.